



To: Head SCPB CID  
 Attn: Lucky Draw Administrator  
 Email: SPF\_Lucky\_Draw@spf.gov.sg  
 Fax: 62207019

**NOTIFICATION TO CONDUCT DONATION DRAW UNDER THE COMMON GAMING  
 HOUSES (EXEMPTION) NOTIFICATION 1997 / THE REMOTE GAMBLING  
 (EXEMPT PERSONS) ORDER 2015**

**PART A- GENERAL INFORMATION**

(1) *Name of Informant/Designation/NRIC No	Name/Address of Informant's Company  Tel / Fax No:
(2) **Name of Organizer/Designation/NRIC No (if different from above)	Name/Address of Organizing Company (if different from above)  Tel/ Fax No:
(3) Purpose of Draw	
(4) No & Price of Tickets	
(5) Duration (Commencement & ending date)	
(6) Date, Time & Place of Draw	Date of Results Advertisement/Name of Newspaper
(7) Mechanics of Draw (To include Rules & Regulations/ Terms & Conditions)	
(8) Description, Quantity & Value of Prizes	

**PART B- DECLARATION**

I hereby confirm that the information given above is true and correct. I will abide by para 4, para 5 & para 7 of the Common Gaming Houses (Exemption) Notification 1997 or para 5, para 6 & para 7 of the Remote Gambling (Exempt Persons) Order 2015.

\_\_\_\_\_  
 \*Informant's Signature

\_\_\_\_\_  
 \*\*Organiser's Signature

\_\_\_\_\_  
 Date

Reference No: DD/ \_\_\_\_\_ / \_\_\_\_\_  
 Date : \_\_\_\_\_

**Conditions laid out in para 4 of the Common Gaming Houses (Exemption) Notification 1997**

4(1) Subject to sub-paragraph (2), any public lottery promoted by an organisation which is —

(a) a full member or an associate member of the National Council of Social Service established under section 3 of the National Council of Social Service Act (Cap. 195A), other than a charity or an institution of a public character;

(b) a charity; or

(c) an institution of a public character,

shall be exempted from the provisions of the Act if the following conditions and the additional conditions set out in paragraph 5 are complied with:

(i) the price of each lottery ticket, the name and address of the organisation, and the details of the prizes shall be clearly stated on the ticket;

(ii) no lottery ticket shall be issued except by way of sale and upon receipt of its price in full;

(iii) the name and address of the purchaser of each ticket shall be recorded in the counterfoil to the ticket;

(iv) the whole proceeds of the lottery, after deducting sums reasonably appropriated for expenses in the conduct of the lottery which shall not exceed 30% of the proceeds, shall be applied for the purpose of the organisation; and

(v) the organisation shall not promote more than one lottery a year.

4(2) Sub-paragraph (1)(iv) shall not apply to any lottery that is promoted —

(a) by a charity during its financial year commencing on or after 1st June 2007 or any of its subsequent financial years; or

(b) by an institution of a public character during its financial year commencing on or after 1st July 2006 or any of its subsequent financial years.

4(3) In this paragraph —

“charity” has the same meaning as in section 2(1) of the Charities Act (Cap. 37) but does not include any charity which is specified in the Schedule to that Act or is an institution of a public character;

“institution of a public character” has the same meaning as in section 40A of the Charities Act.

**Paras 5 and 7 of the Common Gaming Houses (Exemption) Notification 1997**

- 5(1) For the purposes of paragraph 4, the additional conditions are —
- (a) the lottery shall be conducted by the organisation and its officers;
  - (b) subject to sub-paragraphs (c), the draw shall be conducted in public;
  - (c) any draw by means of a computerised system which is not conducted in public shall be witnessed and audited by a public accountant who is not in the employment of the organisation;
  - (d) all winners shall be notified in writing by ordinary post;
  - (e) where the total value of prizes exceeds \$10,000, the results of the lottery shall be published in a newspaper within 7 days following the determination of all the winners;
  - (f) where lucky draws are conducted through the telecommunication system, participants shall not be required to pay more than 20 cents per call;
  - (g) the lottery does not involve the use of any game, method, device, scheme or competition declared by the Minister under section 2(3) of the Act;
  - (h) the lottery does not involve the use of any instrument or appliance for gaming declared by the Minister under section 2(4) of the Act;
  - (i) all prizes which are not won or remain unclaimed after 2 months of the announcement of the winners, or their equivalent value shall, unless the Minister directs otherwise, be donated to the Community Chest or to such other charity as may be approved by the Minister; and
  - (j) an audited statement of accounts shall, together with the results of the lottery, be sent by AR registered post to the Head, Specialised Crime Policy Branch, Criminal Investigation Department, within 3 months of the termination of the lottery.
- 5(2) Sub-paragraphs (1)(d) and (e) shall not apply to any lottery where the prizes are distributed directly to the participants at the point-of-purchase (example; Instant Dip, Redemption, Scratch & Win) and in which an audited statement containing the total quantity, types and value of the prizes given shall be sent by the organisation conducting the lottery by AR registered post to the Head, Specialised Crime Policy Branch, Criminal Investigation Department, within 3 months of the termination of the lottery.
- 5(3) For the purposes of sub-paragraph (1). “telecommunication system” has the same meaning as in the Telecommunication Authority of Singapore Act (Cap 323)

7 Where any information is required to be published in a newspaper under this Notification, the requirement shall be fulfilled by publication in one major daily newspaper published in Singapore.

**Para 5 of the Remote Gambling Act (Exempt Persons) Order 2015**

5(1) A non-commercial organisation which provides a remote gambling service for individuals to participate in a non-commercial organisation lottery by the use of remote communication is exempt from sections 10, 11, 12 and 13 of the Act.

5(2) A lottery is a non-commercial organisation lottery if —

(a) it is a public lottery promoted wholly by a non-commercial organisation for any of the purposes for which that organisation is conducted;

(b) the non-commercial organisation keeps a record of the name and address of every individual to whom is given a right in respect of membership of the class among whom prizes in that lottery are to be allocated;

(c) every individual who is a member of the class of persons for the allocation of prizes in the lottery is issued with a receipt conferring or proving that right;

(d) the price (if any) payable to participate in the lottery —

(i) must be shown on the receipt required by sub-paragraph (c) to be issued to the purchaser; and

(ii) must be paid in full to the non-commercial organisation before any receipt is issued to the individual or any right is given to the individual in respect of membership of the class among whom prizes in that lottery are to be allocated;

(e) every receipt required by sub-paragraph (c) to be issued must contain all of the following information:

(i) the name, address and other information to identify the non-commercial organisation;

(ii) the details of the prizes;

(iii) the date and time of the draw (or each draw) or the means by which the date and time of the draw (or each draw) of the lottery can be ascertained;

(iv) the details of arrangements for any prize which is not won, or which is left unclaimed for more than 2 months, or the means by which those details may be ascertained;

(f) the arrangements for the lottery do not include a roll-over;

(g) a draw in the lottery must not take place during a period of 12 months after another public lottery has been promoted (whether by way of provision of a remote gambling service or otherwise) by the same non-commercial organisation;

(h) no person who performs any of the activities in section 5(4) of the Act in connection with providing a remote gambling service for individuals to participate in the lottery is a person in the business of providing a remote gambling service;

(i) in the case of a non-commercial organisation that is neither a charity nor institution of a public character, all of the net proceeds of the lottery must be applied to a purpose for which that non-commercial organisation is conducted; and

(j) the standard conditions are satisfied in relation to that lottery.

5(3) For the purposes of sub-paragraph (2)(i), the net proceeds of a public lottery means —

(a) the total sums payable to participate in the public lottery; less

(b) the amounts deducted in respect of costs reasonably incurred by the non-commercial organisation in providing a remote gambling service for individuals to participate in a public lottery by the use of remote communication, which in no case may exceed 30% of the sums in sub-paragraph (a).

**Para 6 of the Remote Gambling Act (Exempt Persons) Order 2015**

6(1) The standard conditions applicable to a remote gambling service that is to be provided for individuals to participate by the use of remote communication in a customer lottery, or a non-commercial organisation lottery, are as follows:

- (a) that at least 4 weeks before any advertisement giving publicity to, or otherwise promoting or that is intended to promote, that remote gambling service is published, Head SCPB CID is given the details of how any prize which is not won, or which is left unclaimed after 2 months of the announcement of the winners, is to be disposed of by the organisation providing that service;
- (b) every draw of that lottery —
  - (i) is done in a manner where members of the public or a section of the public may attend the draw; or
  - (ii) if using a computerised system to determine the winner or winners, is done in the manner in sub-paragraph (i) or in a manner where a public accountant not employed by the organisation providing the remote gambling service may witness and audit;
- (c) where any draw of that lottery is done using the telecommunication system, no participant of the lottery is to be required to pay more than 20 cents per telephone call;
- (d) every winner must be notified of the prize won —
  - (i) by ordinary post or by electronic mail at an electronic mailing address provided by the winner; or
  - (ii) by telephone at a telephone number provided by the winner, unless the prize is already given upon acquiring the right in respect of membership of the class among whom prizes in that lottery are to be allocated;
- (e) if the total value of prizes exceeds \$10,000, the results of the lottery are published, within 7 days after the last draw of the lottery —
  - (i) in a newspaper; or
  - (ii) on an online location which is accessible to the individuals conferred any right in respect of membership of the class among whom prizes in that lottery are to be allocated; and
- (f) before the start of any draw of the lottery, the organisation concerned gives to Head SCPB CID a written undertaking to give an audited statement of accounts, together with the results of the lottery and the description and value of the prizes, to Head SCPB CID no later than 3 months after the last draw of the lottery.

**Para 7 of the Remote Gambling Act (Exempt Persons) Order 2015**

7(1) The following persons:

- (a) the organiser of a connected event at which an incidental lottery is to take place as an incidental activity for entertainment;
- (b) the business organisation providing a remote gambling service for individuals to participate in its customer lottery;
- (c) the non-commercial organisation providing a remote gambling service for individuals to participate in its non-commercial organisation lottery,

are exempt from sections 15 and 17 of the Act, respectively, for publishing, or authorising the publication of, a remote gambling service advertisement relating to, or by any conduct in Singapore promoting or authorising a promotion in Singapore that is related to —

- (i) the connected event or the incidental lottery;
- (ii) the customer lottery of the business organisation; or
- (iii) the non-commercial organisation lottery.

7(2) A person who is engaged by another to publish a remote gambling service advertisement or to promote in Singapore a lottery is exempt from sections 15 and 17 of the Act, respectively, for publishing a remote gambling service advertisement relating to, or for promoting in Singapore —

- (a) a connected event or an incidental lottery only if the person is directly engaged by the organiser of the connected event at which the incidental lottery is to take place as an incidental activity for entertainment;
- (b) a customer lottery of a business organisation only if the person is directly engaged by the business organisation providing a remote gambling service for individuals to participate in that customer lottery; or
- (c) a non-commercial organisation lottery only if the person is directly engaged by the non-commercial organisation providing a remote gambling service for individuals to participate in that non-commercial organisation lottery.



**NOTIFICATION TO CONDUCT DONATION DRAW UNDER THE  
COMMON GAMING HOUSES (EXEMPTION) NOTIFICATION 1997 / THE REMOTE GAMBLING  
(EXEMPT PERSONS) ORDER 2015**

**Guidelines**

1 Please fill up parts (A) & (B) of the Notification (in **Annex A**). You may attach a separate sheet of paper if necessary. You are to comply with paragraphs 4, 5 and 7 of the Common Gaming Houses (Exemption) Notification 1997 or paragraphs 5, 6 and 7 of the Remote Gambling (Exempt Persons) Order 2015.

2 Notification and publicity material (if any) are to be submitted at least 4 weeks before the launch of the promotion to:

Head  
Specialised Crime Policy Branch (SCPB)  
Criminal Investigation Department (CID)  
391 New Bridge Road Singapore 088762  
Attn: Lucky Draw Administrator  
**E-Mail: [SPF\\_Lucky\\_Draw@spf.gov.sg](mailto:SPF_Lucky_Draw@spf.gov.sg)**  
Fax: 62207019

3 The results of the lottery, and the description and value of the prizes, must also be submitted to Head SCPB CID in the format provided in **Annex B** no later than 3 months after the last draw of the lottery.

4 Any violation of the Common Gaming Houses (Exemption) Notification 1997 or the Remote Gambling (Exempt Persons) Order 2015 is an offence and the offender is liable for prosecution under the Common Gaming Houses Act Chapter 49 or the Remote Gambling Act 2014.

5 For enquiries, please contact the **Lucky Draw Administrator**:

**E-Mail: [SPF\\_Lucky\\_Draw@spf.gov.sg](mailto:SPF_Lucky_Draw@spf.gov.sg)**  
Fax No: 6220 7019

**Format for Submission of the Audited Statement of Account By  
The Organisation / Promoter of the Donation Draw**

- 1 State the Reference No. (i.e. DD/...../.....)
- 2 State the full name and contact information (e.g. mobile number, email address, and/or address) of all winners in the various categories and the type of prizes won.
- 3 Where the total value of the prizes exceeds \$10,000/-, a copy of the newspaper cutting or screenshot of the online website showing the details of the draw and the results is to be enclosed. This is required under para 5(1)(e) of the Common Gaming Houses (Exemption) Notification 1997 or para 6(1)(e) of the Remote Gambling (Exempt Persons) Order 2015.
- 4 State whether all the winners have claimed the prizes.
- 5 Attach the original acknowledgement of prizes by the winners.
- 6 If prizes or their equivalent value, which are not won or remain unclaimed 2 months after the determination of the winners, are donated to an approved charitable organisation, please enclose a copy of the acknowledgement receipt from the organisation concerned.
- 7 The audited statement of account, containing the above information, shall be submitted within 3 months of the last draw to:

Head  
Specialised Crime Policy Branch  
Criminal Investigation Department  
Attn: Lucky Draw Administrator  
Police Cantonment Complex  
391 New Bridge Road  
Singapore 088762  
**E-Mail: [SPF\\_Lucky\\_Draw@spf.gov.sg](mailto:SPF_Lucky_Draw@spf.gov.sg)**  
FAX: 62207019